



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – DECEMBER 13, 2016 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – November 8, 2016
4. Transfers
5. Review of Payments
6. Resolutions
 - A. Recognizing Randy Leyes
 - B. Recognizing Vicki Brown for Service to Rock County
 - C. Recognizing Deputy County Treasurer Denise Cole
 - D. Recognizing John Hanewall
 - E. Recognizing Jocelyn “Jolly” Lamb for her Service to Rock County
 - F. Authorizing Road Reconstruction Project and Jurisdictional Transfer Agreement – County Trunk Highway MM, City of Janesville
 - G. Amendment to Rules of Procedure for the Rock County Board of Supervisors
 - H. Authorization to Approve the Sale of County Property Located at 460 Community Drive, Town of Beloit, Beloit, WI
 - I. Creating the County CCOP Advisory Committee
 - J. Authorizing Road Reconstruction Project and Jurisdictional Transfer Agreement – County Trunk Highway MM, City of Janesville
7. Review and Possible Action on Updates to the Administrative Policy & Procedure Manual
8. Update on Merit Pay Proposal
9. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17000	PREPAID BUDGET I	P1603123	11/07/2016	WISCONSIN ASSOCIATION OF COUNT	25.00
				GENERAL FUND PROG TOTAL	25.00
00-0000-0063-29663	W C TRUST	P1601673	12/01/2016	MINUTE MEN HR MANAGEMENT OF WI	3,000.00
				ISF-SELF INS PROG TOTAL	3,000.00

I have reviewed the preceding payments in the total **\$3,025.00**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
01-1320-0000-63100	OFC SUPP & EXP				
		P1600800	11/05/2016	JP MORGAN CHASE BANK NA	31.15
		P1602648	09/15/2016	HENRICKSEN	439.08
COUNTY ADMINISTRATOR PROG TOTAL					470.23

I have reviewed the preceding payments in the total **\$470.23**

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
03-1110-0000-63100	OFC SUPP & EXP				
		P1600697	10/26/2016	OFFICE PRO INC	21.79
03-1110-0000-63107	PUBL & LEGAL				
		P1600217	10/11/2016	JANESVILLE GAZETTE INC	2,085.32
03-1110-0000-64904	SUNDRY EXPENSE				
		P1603074	11/07/2016	JAX CUSTOM PRINTING INC	244.00
COUNTY BOARD PROG TOTAL					2,351.11

I have reviewed the preceding payments in the total **\$2,351.11**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63100	OFC SUPP & EXP				
		P1601278	10/08/2016	STAPLES BUSINESS ADVANTAGE	14.51
06-1620-0000-63200	PUBL/SUBCR/DUES				
		P1602822	11/03/2016	ROCK COUNTY BAR ASSOCIATION	20.00
06-1620-0000-64200	TRAINING EXP				
		P1600201	10/26/2016	STATE BAR OF WISCONSIN	25.00
CORPORATION COUNSEL PROG TOTAL					59.51

I have reviewed the preceding payments in the total **\$59.51**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS		11/03/2016	ILLINOIS STATE POLICE	32.00
			11/03/2016	COLORADO BUREAU OF INVESTIGATI	13.00
			11/09/2016	INDIANA STATE POLICE	7.00
08-1420-0000-62119	OTHER SERVICES	P1602973	10/10/2016	BELOIT HEALTH SYSTEM INC	34.18
		P1603040	09/30/2016	TK GROUP INC	35.00
		P1603041	10/09/2016	MERCY HEALTH SYSTEM	140.00
08-1420-0000-63100	OFC SUPP & EXP				
		P1600012	11/05/2016	JP MORGAN CHASE BANK NA	36.32
08-1420-0000-64200	TRAINING EXP				
		P1600012	11/05/2016	JP MORGAN CHASE BANK NA	1,424.25
		P1603151	11/10/2016	KANTOLA PRODUCTIONS	193.00
HUMAN RESOURCES PROG TOTAL					1,914.75

I have reviewed the preceding payments in the total **\$1,914.75**

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF NOVEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
19-1932-0000-64904	SUNDRY EXPENSE				
		P1600013	11/05/2016	JP MORGAN CHASE BANK NA	278.57
		P1602847	10/17/2016	PROFORMA PRINTWORKS	458.67
		P1603042	04/11/2016	MMPR	330.00
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					1,067.24

I have reviewed the preceding payments in the total **\$1,067.24**

Date: _____ Dept _____
Committee _____

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Sandra Disrud, Deputy Register of Deeds
DRAFTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING RANDY LEYES

- 1 **WHEREAS**, Randy Leyes was appointed to the office of Register of Deeds by Governor Tommy
2 Thompson on April 29, 1996 to fill the vacant Register of Deeds position. He competed in both a primary
3 and general election later that year. He was successful in those elections. Randy was elected to 6 two-
4 year terms and 2 four-year terms; and,
5
6 **WHEREAS**, the Register of Deeds has seen many changes over the last 21 years. Vital Records and Land
7 Records were two separate offices down the hall from each other. With the completion of the 1999
8 courthouse remodel, the two offices were merged into one. Staff and work load were able to be
9 consolidated and shared; and,
10
11 **WHEREAS**, in 2006, Fidlar's state of the art software was installed which allowed for images to be
12 scanned, indexed, and searched immediately after being received. This system has streamlined office
13 workflow and allowed for a reduction in staff. Records are able to be searched and viewed online.
14 Documents are able to be recorded electronically. 33% of all recordings are now filed electronically. Title
15 companies are able to search the records online from their office through subscriptions and the public is
16 able to purchase a copy of their deed at any time; and,
17
18 **WHEREAS**, in 2011, the State Vital Records began using a new software system. Instead of sending
19 through the mail, the hospitals submit birth records directly into the system online. In 2013, funeral homes
20 started submitting death certificates directly. In 2015, marriage certificates were submitted electronically.
21 The Vital Records program is continually evolving; and,
22
23 **WHEREAS**, Randy has always been receptive to advancing the efficiency of the office through
24 modernization. He often participated in the testing phase of new programs, embracing new technology;
25 and,
26
27 **WHEREAS**, on the Real Estate side, Randy has modernized record access. In 2013, he initiated a project
28 that scanned more than 600,000 documents from paper and microfilm, including deeds dating back to the
29 1830's. The tract books were also scanned. These documents are now available at the touch of a button;
30 and,
31
32 **WHEREAS**, Randy has served in various organizations including: Rock County Land Information
33 Council, Wisconsin Land Information Association, Wisconsin County Constitutional Officers
34 Association, and the Wisconsin Register of Deeds Association (servings as a board member, District
35 Chair and on numerous committees); and,
36
37 **WHEREAS**, through it all, the office has been self-sufficient through fees and services. After covering
38 expenses, the office has been able to contribute to the County's General Fund, to Land Records and to the
39 State; and,
40
41 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
42 this _____ day of _____, 2016 does hereby recognize Randy Leyes for his service and extends best
43 wishes in his future endeavors.

Recognizing Randy Leyes

Page 2

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Brent Fox

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Randy Terronez
DRAFTED BY

Finance Committee
SUBMITTED BY

December 5, 2016
DATE DRAFTED

RECOGNIZING VICKI BROWN FOR SERVICE TO ROCK COUNTY

1 **WHEREAS**, Vicki Brown began employment as a seasonal clerk in the County Treasurer’s Office before
2 becoming full-time on March 1, 1994 as an Account Clerk, then transferring to the Human Services
3 Department in various accounting positions beginning in 1999; and,
4
5 **WHEREAS**, Vicki Brown served as Treasurer for the Town of Janesville from 1999 to 2002; and,
6
7 **WHEREAS**, Vicki Brown was elected County Treasurer of Rock County on November 5, 2002 and
8 assumed office in January 2003 and will be officially retiring as County Treasurer as of January 3, 2017;
9 and,
10
11 **WHEREAS**, Ms. Brown has held leadership roles in the Wisconsin State Treasurers’ Association
12 (WCTA) having served at its legislative chair from 2006 to 2010 and president in 2010-2011; Ms.
13 Brown also served on the Wisconsin Counties Association (WCA) Board of Directors from 2012 –
14 2013; and,
15
16 **WHEREAS**, Ms. Brown was recognized by the WCTA by being awarded the inaugural WCTA
17 County Treasurer Special Recognition Award in 2014 and was only the 3rd County Treasurer to be
18 certified as a Master County Treasurer through the UW Green Bay ; and,
19
20 **WHEREAS**, Ms. Brown was instrumental in the passage of legislation that created greater efficiencies
21 and clarification of property tax administration such as Act 171 of 2009 Wisconsin Acts regarding
22 chargeback of rescinded or refunded property taxes, Act 87 of 2013 Wisconsin Acts that relieved the
23 County from reimbursing local units of government for costs of demolishing buildings, and Acts 190
24 and 210 of 2007 Wisconsin Acts improving the distribution of property tax credits; and,
25
26 **WHEREAS**, Vicki Brown introduced a variety of service enhancements to the County Treasurers’
27 Office including developing the 1st formal county investment policy that led to contracting of an
28 outside independent investor, and implemented a third-party credit card processing agent to handle
29 over \$25 million of on-line tax payments annually; and,
30
31 **WHEREAS**, Vicki Brown led the Office through the post 2008 housing crisis that saw a record
32 number of foreclosures that greatly increased staff workload with no increase in staff; and,
33
34 **WHEREAS**, Ms. Brown, after 22 cumulative years, will retire as County Treasurer of Rock County on
35 January 3, 2017, and has faithfully and impartially discharged the duties of County Treasurer in
36 accordance with the appropriate Wisconsin State Statutes; and,
37
38 **WHEREAS**, the County Treasurers’ Office staff and the Finance Committee wishes to recognize Vicki
39 Brown for service and significant contributions to Rock County.
40
41 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
42 this _____ day of _____, 2016, does hereby recognize Vicki Brown for her 22 cumulative
43 years of faithful service and extends its best wishes to her in her future endeavors.

RECOGNIZING VICKI BROWN FOR SERVICE TO ROCK COUNTY

Page 2

Respectfully submitted:

FINANCE COMMITTEE

Mary Mawhinney, Chair

Brent Fox

Sandra Kraft, Vice Chair

J. Russell Podzilni

Mary Beaver

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Treasurer Vicki Brown
INITIATED BY

Treasurer Vicki Brown
DRAFTED BY



Finance Committee
SUBMITTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING DEPUTY COUNTY TREASURER DENISE COLE

1 **WHEREAS**, Denise Cole has served the citizens of Rock County for the past 17½ years as a
2 dedicated and valued County employee; and
3
4 **WHEREAS**, Denise began her career with Rock County on August 2, 1999 as the Account Clerk
5 II/Collection Clerk in the Rock County Treasurer’s Office; and
6
7 **WHEREAS**, Denise accepted the position of Deputy County Treasurer on July 2, 2011, serving in
8 this position until her retirement, effective January 3, 2017; and
9
10 **WHEREAS**, Denise’s knowledge of the office, attention to detail, organizational skills, and
11 investigative abilities, most notably with the tax lien foreclosure process, are second to none; and
12
13 **WHEREAS**, Denise’s caring, creative, generous, and outgoing personality will be greatly missed
14 by many of her coworkers, as well as her laughter, storytelling, cutout cookies, delicious filled
15 cupcakes, birthday pizzas, and mechanical skills; and
16
17 **WHEREAS**, the Rock County Treasurer, the Rock County Finance Committee, with the Rock
18 County Board of Supervisors, representing the citizens of Rock County, wish to recognize Denise
19 Cole for her significant contributions to the Treasurer’s Office and to the citizens of Rock County,
20 and to thank her for her many years of wholehearted service.
21
22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors at its
23 regular meeting this ____ day of _____, 2016, does hereby recognize Denise Cole for her
24 17½ years of dedicated service and extends its sincere expression of appreciation to Denise along
25 with best wishes for her future.

Respectfully submitted,

FINANCE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Mawhinney, Chair

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Sandra Kraft, Vice Chair

Mary Beaver

Eva M. Arnold

Brent Fox

Henry Brill

J. Russell Podzilni

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Developmental Disabilities Board
INITIATED BY

Developmental Disabilities Board
SUBMITTED BY



Nick Osborne
DRAFTED BY

December 1, 2016
DATE DRAFTED

RECOGNIZING JOHN HANEWALL

- 1 **WHEREAS**, John Hanewall was hired by Rock County as a Master Social Worker on September 8, 1987,
- 2 was promoted to the Rock County Developmental Disabilities Deputy Director on March 9, 2009, and
- 3 finally was hired as Developmental Disabilities Director on May 15, 2011, serving in that role until his
- 4 retirement on December 31, 2016; and,
- 5
- 6 **WHEREAS**, during John's 20-plus years as a social worker at the Health Care Center and Rock Haven, he
- 7 received numerous commendations for the care he provided to residents; and,
- 8
- 9 **WHEREAS**, John exhibited care not only for residents, but also for his colleagues through his service as a
- 10 union representative; and,
- 11
- 12 **WHEREAS**, John advocated for the rights of Developmental Disabilities Board (DD Board) clients and
- 13 contributed his extensive knowledge and expertise in the fields of developmental disabilities and behavioral
- 14 health; and,
- 15
- 16 **WHEREAS**, John provided oversight in the development of quality programs for individuals with
- 17 developmental disabilities and managed complex budget decisions through challenging fiscal years; and,
- 18
- 19 **WHEREAS**, John fostered positive working relationships between Rock County, clients, the State of
- 20 Wisconsin, and contracted service providers; and,
- 21
- 22 **WHEREAS**, John led the DD Board through the Family Care Transition; and,
- 23
- 24 **WHEREAS**, John will be greatly missed for his sense of humor, wisdom, comradery, and fairness.
- 25
- 26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 27 this _____ day of _____, 2016 does hereby recognize John Hanewall for his service and extends
- 28 best wishes in his future endeavors.

Respectfully submitted,

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair

Wayne Gustina

Nancy Lannert, Vice Chair

Becky Heimerl

Ed Brandsey

Lynda Olson

Karl Dommershausen

Bridget Rolek

Cheryl Drozdowicz

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

John Hanewall
INITIATED BY



John Hanewall
DRAFTED BY

Developmental Disabilities Board
SUBMITTED BY

November 14, 2016
DATE DRAFTED

Recognizing Jocelyn "Jolly" Lamb for her Service to Rock County

- 1 **WHEREAS**, Jocelyn "Jolly" Lamb has served the citizens of Rock County for the past 29 years as a
- 2 dedicated and valuable employee; and,
- 3
- 4 **WHEREAS**, Jolly began her employment with Rock County on December 2, 1987 as a Clerk Typist II-
- 5 Nursing Services with the Health Care Center and, as an employee, has served Rock County well, in
- 6 various position including, Time Clerk Nursing Services, Clerk Steno III-Health Department and on
- 7 January 1, 2013 moved to the Developmental Disabilities Department and assumed the role of Clerk
- 8 Typist and has served diligently and productively in that position until her retirement effective December
- 9 30, 2016; and,
- 10
- 11 **WHEREAS**, Jolly has performed in the capacity of Clerk Typist II-DD Board in an efficient and
- 12 dependable manner and she has consistently done an outstanding job; and,
- 13
- 14 **WHEREAS**, Jolly has conducted herself in a professional and respectful manner at all times; interacting
- 15 positively with affiliated agency personnel, co-workers, visitors, callers and the clients served by the
- 16 Developmental Disabilities Board; and
- 17
- 18 **WHEREAS**, Jolly is considered a valuable employee whose skills, knowledge and professional approach
- 19 to those with whom she comes in contact, will be greatly missed.
- 20
- 21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 22 this day of _____ day of _____, 2016 does hereby recognize Jocelyn "Jolly" Lamb for 29
- 23 years of service and extends its best wishes to her in all future endeavors.

Respectfully Submitted

DEVELOPMENTAL DISABILITIES BOARD

Louis Peer, Chair

Cheryl Drozdowicz

Becky Heimerl,

Wayne Gustina

Ed Brandsey

Bridget Rolek

Lynda Olson

Nancy Lannert, Vice Chair

Karl Dommershausen

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas

Betty Jo Bussie

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY _____

Public Works Committee
SUBMITTED BY _____



Ben Coopman, Director of Public Works
DRAFTED BY _____

November 29, 2016
DATE DRAFTED _____

AUTHORIZING ROAD RECONSTRUCTION PROJECT AND JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY MM, CITY OF JANESVILLE

1 **WHEREAS**, the Department of Public Works (DPW) has applied for and been approved for
2 federal aid to design a reconstruction project for CTH MM (Ruger Avenue, City of Janesville);
3 and,
4

5 **WHEREAS**, the DPW intends to apply for federal aid in the 2017-2022 funding cycle for the
6 construction of CTH MM (Ruger Avenue) between Wright Road and USH 14; and,
7

8 **WHEREAS**, Section 83.035, Wis. Stats, allows the County, through its highway committee or
9 other designated county official or officials, to enter into contracts with cities, villages and towns
10 within the county borders to enable the county to construct and maintain streets and highways in
11 such municipalities; and,
12

13 **WHEREAS**, Rock County and the City of Janesville shall fund the local share of design and
14 construction of CTH MM (Ruger Avenue) based on percentages of responsibilities; and,
15

16 **WHEREAS**, the functional/jurisdictional relationship of present County and Local Highway
17 Systems have been cooperatively reviewed by the City of Janesville and Rock County; and,
18

19 **WHEREAS**, Rock County and the City of Janesville have cooperated in developing this
20 jurisdictional change upon completion of the road project; and,
21

22 **WHEREAS**, Section 83.025(1)(a), Wis. Stats, allows the County Board to make changes to the
23 County Trunk Highway system with the approval of the governing body of the communities in
24 which the proposed changes are located; and,
25

26 **WHEREAS**, in anticipation of this transfer, design of the road project is anticipated to begin in
27 2017 with construction scheduled in state fiscal year 2019.
28

29 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
30 assembled this _____ day of _____, 2016 does hereby authorize this road project and
31 accept respective federal aid; and,
32

33 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors approves the
34 following segments of highway be removed from the County highway system and transferred to
35 the City of Janesville:
36

37 Existing CTH MM (Ruger Avenue) from a point at the intersection of Wright Road,
38 thence easterly approximately 1.0 mile to a point at the intersection of USH 14.
39

40 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the
41 County Board Chair to execute the Jurisdictional Transfer Agreement with the City of Janesville
42 upon completion of the reconstruction project.

AUTHORIZING ROAD RECONSTRUCTION PROJECT AND JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY MM, CITY OF JANESVILLE

Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice-Chair

Eva Arnold

Brenton Driscoll

Brenton Driscoll

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

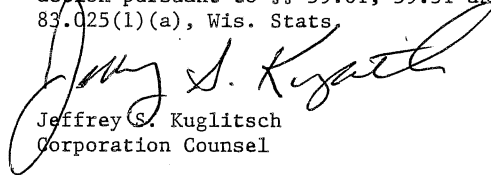
This resolution authorizes construction on a portion of CTH MM. Funding for this project will need to be approved in a future budget. This resolution also approves the transfer of approximately 1 mile of CTH MM to the City of Janesville. Minimal maintenance cost savings are anticipated with this transfer.



Sherry Oja
Finance Director

LEGAL NOTE:

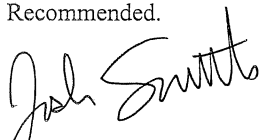
The County Board is authorized to take this action pursuant to §§ 59.01, 59.51 and 83.025(1)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Department of Public Works (DPW) has observed deterioration in CTH MM (Ruger Avenue, City of Janesville) between Wright Road and USH 14. The level of deterioration has prompted DPW to plan for reconstruction of CTH MM (Ruger Avenue).

DPW has applied for and been approved for federal funding for the design of this project in the 2015-2020 federal funding cycle. DPW intends to apply for federal funding, in the 2017-2022 federal funding cycle, for the construction of CTH MM (Ruger Avenue).

This segment is currently under Rock County maintenance jurisdiction but entirely within the corporate limits of the City of Janesville. DPW has worked with the City of Janesville to draft a County-Municipal Agreement to split the remaining local share costs for design and construction of the project based on prorated percentages of respective responsibilities and to jurisdictionally transfer the roadway to the City of Janesville upon completion of the CTH MM (Ruger Avenue) reconstruction project between Wright Road and USH 14.

Rock County has agreed to sponsor the project. The City of Janesville, in conjunction with Rock County, will administer the project. With this reconstruction of CTH MM (Ruger Avenue) between Wright Road and USH 14, the roadway will become an urban corridor with curb & gutter, sidewalk, on-street parking, and storm sewer.

This resolution authorizes the road project, accepts respective federal aid, agrees to partnering with the City of Janesville and authorizes a Jurisdictional Transfer Agreement turning CTH MM (Ruger Avenue) between Wright Road and USH 14 over to the City of Janesville.

The Jurisdictional Transfer Agreement is contingent on State approval. The City has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

COUNTY BOARD STAFF
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

COUNTY BOARD STAFF
SUBMITTED BY

DECEMBER 6, 2016
DATE DRAFTED

**AMENDMENT TO RULES OF PROCEDURE FOR THE
ROCK COUNTY BOARD OF SUPERVISORS**

1 WHEREAS, as part of Rock County's transition to Family Care, services for developmentally
2 disabled individuals in Rock County will be handled as part of that program; and
3

4 WHEREAS, the adopted 2017 Rock County Budget eliminated the Developmental Disabilities
5 Board as a Department, with remaining services not provided through the Family Care program being
6 merged into the Human Services Department; and
7

8 WHEREAS, the Rock County Board Rules of Procedure make several references to the
9 Developmental Disabilities Board as a standing committee; and
10

11 WHEREAS, all references to the Developmental Disabilities Board should be removed from the
12 Rock County Board Rules of Procedure because it will no longer serve as a standing committee.
13

14 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly
15 assembled this 15th day of December, 2016, in response to the County's transition to Family Care and the
16 elimination of the Developmental Disabilities Board as a department from the County Budget that the
17 following portions of the Rock County Board Rules of Procedure be deleted:
18

19 1.) Rule II (B)
20

21 B. In the absence of, or disability of both the Chair and Vice Chair, the Committee Chair, if a
22 Supervisor, becomes the temporary acting Board chair based on the following precedence:
23 Public Safety and Justice, Agricultural/Land Conservation, Board of Health, ~~Developmental~~
24 ~~Disabilities~~, Education, Veterans and Aging Services, Finance, General Services, Health
25 Services, Human Services, Planning and Development, Public Works and Rail Transit.
26

27 2.) Rule V (A)
28

29 RULE V - STANDING COUNTY BOARD COMMITTEES, DUTIES, MEMBERSHIP AND
30 RESPONSIBILITIES
31

32 A. The following shall be the standing committees of the County Board of Supervisors and
33 shall have the general duties and responsibilities stated in Rule IV, shall approve all contracts,
34 claims and demands and causes of action less than \$10,000 and shall review the prior month's
35 payments against the accounts under their jurisdiction. Upon request from department heads
36 and review by the County Administrator, or a designated agent, standing committees reallocate
37 amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail
38 accounts of an individual county office or department within their jurisdiction. With review by
39 the County Finance Director, the County Administrator or the Administrator's designee may
40 approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of
41 \$5,000 or less without further committee action.
42

- 43 -Agricultural/ Land Conservation Committee
44 -Board of Health
45 -County Board Staff Committee
46 ~~-Developmental Disabilities Board~~
47 -Education, Veterans and Aging Services Committee
48 -Finance Committee

AMENDMENT TO RULES OF PROCEDURE FOR THE
ROCK COUNTY BOARD OF SUPERVISORS

Page 2

- 49 -General Services Committee
- 50 -Health Services Committee
- 51 -Human Services Board
- 52 -Planning & Development Committee
- 53 -Public Safety & Justice Committee
- 54 -Public Works Committee
- 55 -Rail Transit Commission

56
57 ...

58 3.) Rule V (E)

59

60 ~~E. Developmental Disabilities Board~~

61

62 ~~(1) The Developmental Disabilities Board shall consist of three supervisors and six other~~
63 ~~members required by law and/ or confirmed by the County Board. Members shall be~~
64 ~~appointed by the County Board Chair subject to confirmation of the County Board.~~

65

66 ~~(2) The Developmental Disabilities Board shall be responsible for all program elements required~~
67 ~~by Wis. Stats. 51.437 subject to State law and County Board policy.~~

68

69 ~~(3) The Developmental Disabilities Board shall coordinate its activities with the Health Services~~
70 ~~Committee and the County Administrator to insure a coordinated service system.~~

71

72 BE IT FURTHER RESOLVED THAT the remaining portions of Rule V, sections F through N
73 be relettered to make up for the deletion of the Developmental Disabilities Board.

Respectfully submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

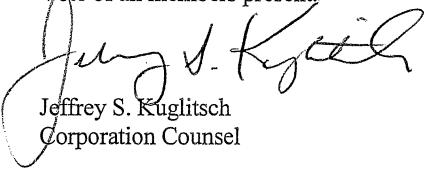
Louis Peer

Alan Sweeney

Terry Thomas

LEGAL NOTE:

Pursuant to Rule X(C) of the Rock County Board of Supervisors Rules of Procedure, the Rules of Procedure may be amended by a 2/3 Vote of all members present.


Jeffrey S. Kuglitsch
Corporation Counsel

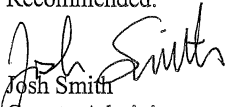
FISCAL NOTE:

No fiscal impact.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Terronez
INITIATED BY



Randy Terronez
DRAFTED BY

County Board Staff
Committee
SUBMITTED BY

December 6, 2016
DATE DRAFTED

AUTHORIZATION TO APPROVE THE SALE OF COUNTY PROPERTY LOCATED AT 460
COMMUNITY DRIVE, TOWN OF BELOIT, BELOIT, WI.

- 1 **WHEREAS**, the County of Rock owns approximately 0.22 acres of improved land at 460 Community
2 Drive in the Town of Beloit, more commonly known as the Reid property; and,
3
4 **WHEREAS**, the County solicited sealed bids for the property and the high bidder is Mr. Scott Brickson
5 who bid \$15,600.00.
6
7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
8 this ____ day of _____, 2016, approves the sale of approximately 0.22 acres (MOL) of the Rock
9 County property located at 460 Community Drive in the Town of Beloit to Mr. Scott Brickson in the
10 amount of \$15,600 and such other terms and conditions as shall be agreed upon at time of sale.
11
12 **BE IT FURTHER RESOLVED** that from the sale proceeds, expense of sale costs be reimbursed to the
13 appropriate county account.
14
15 **BE IT FURTHER RESOLVED** that the buyer is required to pay additional monies to the County of
16 Rock for the closing such as taxes owed (current and delinquent) and any other liens/assessments
17 (including but not limited to the Town of Beloit delinquent sewer assessment).
18
19 **BE IT FURTHER RESOLVED** that upon completion of the sale, the County will place the remaining
20 balance to the repayment of the CDBG Housing Rehab Loan Program – Project #20342D-1.
21
22 **BE IT FURTHER RESOLVED** that the County Board Chair and County Clerk are hereby authorized to
23 sign a deed to transfer the property to Mr. Scott Brickson as well as any other documents necessary to
24 complete the transaction.

Respectfully Submitted,

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Mary Mawhinney

Sandra Kraft, Vice Chair

Louis Peer

Eva Arnold

Alan Sweeney

Henry Brill

Terry Thomas


Betty Jo Bussie

AUTHORIZATION TO APPROVE THE SALE OF COUNTY PROPERTY LOCATED AT 460
COMMUNITY DRIVE, TOWN OF BELOIT, BELOIT, WI.

Page 2

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.51 and 59.52(6), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

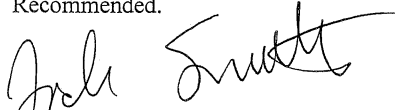
FISCAL NOTE:

This resolution authorizes the sale of 0.22 acres of County property. Proceeds of the sale (less expense of sale) will repay a portion of a CDBG Housing Rehab loan.


Sherry Oya
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

Authorization to Approve the Sale of County Property at 460
Community Drive, Town of Beloit, Beloit, WI.

Executive Summary

Through a Court proceeding, the Susan Reid estate transferred property ownership to the County due to the County being owed a housing rehab loan in the amount of \$18,949.50. The County solicited sealed bids and 6 bids were received. Mr. Scott Brickson is the successful bidder in the amount of \$15,600.00.

This resolution authorizes the sale of approximately 0.22 acres of county property located at 460 Community Drive, in the Township of Beloit, Beloit, WI.

Per the bid specifications, the buyer is responsible for all taxes, etc.

Proceeds, less the expense of sale costs, would be applied to the outstanding CDBG Housing Rehab Program Loan – Project #20342D-1.

 ORIGINAL

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



BID SUMMARY FORM

BID NUMBER 2016-61
BID NAME SALE OF COUNTY PROPERTY
BID DUE DATE NOVEMBER 30, 2016 – 2:00 P.M.
DEPARTMENT ADMINISTRATION

BIDDER	FIRM BID
SCOTT BRICKSON	\$ 15,600.00
DANIEL BOUTELLE	\$ 12,200.00
GERALDINE FAULK-MCCAA	\$ 10,200.00
PATRICIA NICHOLS	\$ 9,000.00
THOMAS GILBANK	\$ 6,105.00
KELIA TILLMAN	\$ 5,500.00

Invitation to Bid was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Scott Brickson


SIGNATURE

12-6-16
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Phil Boutwell
DRAFTED BY

December 7, 2016
DATE DRAFTED

Creating the County CCOP Advisory Committee

1 **WHEREAS**, Rock County Human Services accepts Children's Community Options Program (CCOP)
2 funding to provide services for children who have physical, developmental and/or emotional disabilities;
3 and,
4

5 **WHEREAS**, the Human Services Department must submit a five-year plan to the state that explains how
6 the County intends to offer quality services for the children and families who meet the eligibility
7 requirements; and,
8

9 **WHEREAS**, one component of the plan requires the County to create an advisory committee to develop
10 and monitor the program, and;
11

12 **WHEREAS**, the County created a Coordinated Services Team (CST) Advisory Committee in 2012, and
13 state rules allow the role of the CST Advisory Committee and the CCOP Advisory Committee to overlap
14 because they serve the same population; and,
15

16 **WHEREAS**, the CCOP and CST will work with the Behavioral Health Redesign Committee to ensure
17 that there is an effective Children's system of care coordinating structure in Rock County.
18

19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2016, does hereby establish an 11 member CCOP Advisory
21 Committee whose membership overlaps the 21 member CST Advisory Committee and designates the
22 Rock County Human Services Department as the administering agency; and,
23

24 **BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors be authorized
25 to appoint individuals to serve on the CCOP Advisory Committee, membership of which shall include
26 the following representatives: Parents/guardians of children with disabilities, and county agency
27 representatives including a member from Public Health.
28

29 **BE IT FURTHER RESOLVED**, that the County Board Chair shall appoint CCOP members to serve
30 concurrent terms commencing on January 1, 2017 with the County Board confirmed CST appointments,
31 with all subsequent appointments be for a term of three years, except that any person appointed to fill a
32 concurrent vacant position shall be appointed for the remainder of the term of the position to which
33 appointed; and,
34

35 **BE IT FURTHER RESOLVED**, that the County Board Chair appoint a concurrent member of the CCOP
36 Advisory Committee to serve as a temporary chair until such time that the Committee establishes a method
37 for electing and elects a chair from its membership.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Karl Dommershausen

Terry Fell

Linda Garrett

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

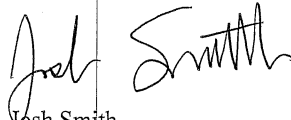
No fiscal impact.



Susan Balog
Assistant to Finance Director

ADMINISTRATIVE NOTE:

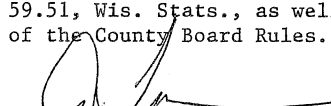
Recommended.



Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats., as well as Rule IV-C of the County Board Rules.


Jodi Timmerman
Deputy Corporation Counsel

Executive Summary

Creating the County CCOP Advisory Committee

The Children's Community Options Program (CCOP) Advisory Committee will meet the second Friday of each month and be part of the Coordinated Services Team (CST) Advisory Committee. The Committees guide the system of care in Rock County for children who have physical, developmental and/or emotional disabilities. They work in the context of a larger system of care under the oversight of the County's Behavioral Health Redesign Steering Committee.

The CCOP Advisory Committee members will need to learn about the Program, how it operates, and its outreach role in the community. It will have the primary responsibility to oversee the development and continued monitoring of the Program. Community partners include the Health Department, agencies and individual providers who serve children with disabilities, and parents of children with disabilities. The goals are to provide quality service for children who qualify, increase community capacity and advocacy.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ben Coopman, Director of Public Works
DRAFTED BY

November 29, 2016
DATE DRAFTED

AUTHORIZING ROAD RECONSTRUCTION PROJECT AND JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY MM, CITY OF JANESVILLE

1 **WHEREAS**, the Department of Public Works (DPW) has applied for and been approved for
2 federal aid to design a reconstruction project for CTH MM (Ruger Avenue, City of Janesville);
3 and,
4
5 **WHEREAS**, the DPW intends to apply for federal aid in the 2017-2022 funding cycle for the
6 construction of CTH MM (Ruger Avenue) between Wright Road and USH 14; and,
7
8 **WHEREAS**, Section 83.035, Wis. Stats, allows the County, through its highway committee or
9 other designated county official or officials, to enter into contracts with cities, villages and towns
10 within the county borders to enable the county to construct and maintain streets and highways in
11 such municipalities; and,
12
13 **WHEREAS**, Rock County and the City of Janesville shall fund the local share of design and
14 construction of CTH MM (Ruger Avenue) based on percentages of responsibilities; and,
15
16 **WHEREAS**, the functional/jurisdictional relationship of present County and Local Highway
17 Systems have been cooperatively reviewed by the City of Janesville and Rock County; and,
18
19 **WHEREAS**, Rock County and the City of Janesville have cooperated in developing this
20 jurisdictional change upon completion of the road project; and,
21
22 **WHEREAS**, Section 83.025(1)(a), Wis. Stats, allows the County Board to make changes to the
23 County Trunk Highway system with the approval of the governing body of the communities in
24 which the proposed changes are located; and,
25
26 **WHEREAS**, in anticipation of this transfer, design of the road project is anticipated to begin in
27 2017 with construction scheduled in state fiscal year 2019.
28
29 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
30 assembled this ____ day of _____, 2016 does hereby authorize this road project and
31 accept respective federal aid; and,
32
33 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors approves the
34 following segments of highway be removed from the County highway system and transferred to
35 the City of Janesville:
36
37 Existing CTH MM (Ruger Avenue) from a point at the intersection of Wright Road,
38 thence easterly approximately 1.0 mile to a point at the intersection of USH 14.
39
40 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the
41 County Board Chair to execute the Jurisdictional Transfer Agreement with the City of Janesville
42 upon completion of the reconstruction project.

16-12A-193

AUTHORIZING ROAD RECONSTRUCTION PROJECT AND JURISDICTIONAL TRANSFER AGREEMENT - COUNTY TRUNK HIGHWAY MM, CITY OF JANESVILLE

Page 2

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie
Betty Jo Bussie, Chair

Brent Fox
Brent Fox, Vice-Chair

Absent
Eva Arnold

Brenton Driscoll
Brenton Driscoll

Rick Richard
~~Brenton Driscoll~~

RICK RICHARD

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

FISCAL NOTE:

This resolution authorizes construction on a portion of CTH MM. Funding for this project will need to be approved in a future budget. This resolution also approves the transfer of approximately 1 mile of CTH MM to the City of Janesville. Minimal maintenance cost savings are anticipated with this transfer.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01, 59.51 and 83.025(1)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.
Josh Smith
Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Department of Public Works (DPW) has observed deterioration in CTH MM (Ruger Avenue, City of Janesville) between Wright Road and USH 14. The level of deterioration has prompted DPW to plan for reconstruction of CTH MM (Ruger Avenue).

DPW has applied for and been approved for federal funding for the design of this project in the 2015-2020 federal funding cycle. DPW intends to apply for federal funding, in the 2017-2022 federal funding cycle, for the construction of CTH MM (Ruger Avenue).

This segment is currently under Rock County maintenance jurisdiction but entirely within the corporate limits of the City of Janesville. DPW has worked with the City of Janesville to draft a County-Municipal Agreement to split the remaining local share costs for design and construction of the project based on prorated percentages of respective responsibilities and to jurisdictionally transfer the roadway to the City of Janesville upon completion of the CTH MM (Ruger Avenue) reconstruction project between Wright Road and USH 14.

Rock County has agreed to sponsor the project. The City of Janesville, in conjunction with Rock County, will administer the project. With this reconstruction of CTH MM (Ruger Avenue) between Wright Road and USH 14, the roadway will become an urban corridor with curb & gutter, sidewalk, on-street parking, and storm sewer.

This resolution authorizes the road project, accepts respective federal aid, agrees to partnering with the City of Janesville and authorizes a Jurisdictional Transfer Agreement turning CTH MM (Ruger Avenue) between Wright Road and USH 14 over to the City of Janesville.

The Jurisdictional Transfer Agreement is contingent on State approval. The City has agreed in concept to the transfer and is expected to pass a similar resolution and enter the agreement.

Overtime for Unilateral Employees.

Comp time used will not be considered as hours worked for the purpose of computing overtime.

- (A) Unilateral A employees are eligible for overtime compensation on a time and one-half basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.

- (B) Unilateral B Employees (those employees in the following job classifications) shall be eligible for overtime compensation on a straight time basis over forty hours per week.

Employees may be paid in compensatory time off or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and the approval of the Department Head:

Assistant to the Information Technology Director	Formatted: Not Strikethrough
Communications Center Shift Supervisor	Formatted: Not Strikethrough
Computer Programmer/Analyst I	Formatted: Not Strikethrough
Computer Programmer/Analyst II	Formatted: Not Strikethrough
Youth Services Center Supervisor	Formatted: Not Strikethrough
Developmental Disabilities Financial Supervisor	Formatted: Strikethrough
Financial Office Manager	
GEO Application Specialist	Formatted: Not Strikethrough
Instructor/Support Specialist	Formatted: Strikethrough
Materials & Environmental Services Manager	
Mobility Manager	
Network Support Administrator	Formatted: Not Strikethrough
Network Technician	Formatted: Not Strikethrough
Office Manager	Formatted: Not Strikethrough
Payroll Coordinator/Manager	Formatted: Not Strikethrough
Planner I	Formatted: Not Strikethrough
Planner II	Formatted: Not Strikethrough
Planner III	Formatted: Not Strikethrough

- ▲ Public Health Nursing Supervisor
 - ▲ Public Safety Systems Manager
 - ▲ Public Works Accounting Supervisor
 - ▲ Public Works Superintendent
 - Sanitarian I
 - Sanitarian II
 - ▲ Senior Conservation Specialist
 - ▲ Senior Planner
 - ▲ Senior Planner/GIS Manager
 - ▲ Shop Superintendent
 - Tele/Network Specialist
 - User Support Specialist
 - Victim/Witness Coordinator
 - Victim/Witness Specialist
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(C) Unilateral C employees, shall not be eligible for overtime. The only exceptions would be:

- (1) ▲ in the case of an employment services agreement, which contained such a provision; and
 - ▲ (2) employees in the following job classifications who are eligible for overtime compensation on a time and one-half basis over forty hours per week:
 - ▲ Assistant Food Service Manager
 - ▲ Food Services Manager
 - ▲ Assistant Director of Nursing
 - ▲ Nursing Supervisor
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Full-time, FLSA exempt (salaried), employees classified as “Unilateral C” shall exercise discretion over the methods and manners in which they effectively utilize work time. Exempt employees are expected to average not less than forty (40) hours of work per week. They may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that “Unilateral C” employees shall take no more than eight (8) hours off per calendar week for hours worked in excess of forty (40) hours, without approval of their supervisor.

All employees shall keep accurate accounts of all hours worked, on time sheets promulgated by the County.

Employees classified as “Unilateral C” may utilize “flex” hours under this policy, upon approval from his or her supervisor from hours accumulated in the current pay period and the pay period immediately preceding that in which the flex time usage occurs.

Flex time may be used contiguous to any other paid benefit time (vacation, sick leave, holiday, etc.).

Flex time is intended to allow some flexibility in work schedules. It is not intended to be an hour-for-hour exchange. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee.

Any violations or abuse of this Policy shall be reported to the Human Resources Director for appropriate disciplinary action, up to and including termination.

- (D) The accumulation of compensatory time off for unilateral employees shall not exceed eighty hours. No more than twenty (20) hours shall be carried over into the next calendar year.
- (E) Overtime for unilateral employees shall be approved in advance by a Department Head or supervisor and reviewed periodically by the Human Resources Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- (F) Overtime for unilateral employees shall be scheduled as fairly and equally as practicable among employees based on their qualifications to perform the job.
- (G) Unilateral Employees in the classifications of Human Services Supervisors I and II assigned after-hours on-call responsibility for Child Protective Services or Mental Health Services oversight shall receive one hour of pay or compensatory time for each weekday and two hours for each 24-hour period for weekend coverage. For purposes of this section, "weekend coverage" shall include Friday, Saturday, and/or Sunday.
- (H) The Communication Center Operations Manager and the Information Technology employee who is on-call for the Communication Center shall receive four hours of pay for each week of on-call coverage.
- (I) Unilateral Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall be eligible for overtime compensation on a time and one-half basis over eight (8) hours per day, forty (40) hours per week in compensatory time off, or in cash payment upon the request of the employee and subject to appropriate federal laws, budgetary and work scheduling limitations and approval of the Department Head.
- (J) ~~Employees in the classification of Assistant Director of Nursing and Nursing Supervisor shall receive shift differential equal to the amount received by Registered Nurses in accordance with the provisions as outlined in HR Policy and Procedure, move to 5.37 on top~~

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(KJ) Employees in the Public Works Department in the classifications of Storekeeper, Public Works Superintendent, Shop Superintendent, and Assistant to the Public Works Director who is on call for Public Works shall receive four hours of pay for each week of on-call coverage.

(K) A Council on Aging employee whose job requires the ability to be reached carrying an after hours cell phone for the transportation program will follow the procedure listed below:

a. After hours are designated as:

Monday, thru Friday 6:00 am to start of shift and end of shift to 6:30pm
Saturday 8:45am-6:30pm

b. Compensation for on-call hours will be paid as follows:

1. The on call worker is compensated at a rate of \$3.50 per hour while on call.
2. The on call worker is compensated at straight time for the actual time worked on a response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.

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The following language only applies to employees who are in job classes that were covered by the following collective bargaining agreements on December 31, 2011:

The following are exceptions to the County Ordinance, which provides for overtime compensation on a time and a one-half basis over forty hours per week. **Comp time used will not be considered as hours worked for the purpose of computing overtime.**

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day or forty (40) hours per week, the overtime provision does not apply until over eighty (80) hours in a two (2) week payroll period.

(AFSCME 1077)

(Public Works) Employees shall be expected to respond to a call and report to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she works less than two hours, he/she shall, nevertheless receive

time and one-half his/her hourly rate of pay for a two hour period of time; further provided, that the aforesaid two hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

(General Services/Facilities Management) Each regular full-time Employee shall receive time and one-half of his/her hourly wage rate for all hours worked in excess of eight hours per day, or forty hours per week. In the event an Employee is off duty and called in to work in excess of eight hours per day, he/she shall be paid a minimum of time and one-half for two hours.

Employees shall be expected to respond to a call to work outside their respective regular and normal schedule of daily work hours. When an Employee is off duty and directed to report to work outside of his/her regular and normal schedule of daily work hours, he/she shall receive time and one-half of his/her hourly rate of pay for all hours actually worked, provided that in the event he/she work less than two hours, he/she shall, nevertheless receive time and one-half his/her hourly rate of pay for a two-hour period of time; further provided, that the aforesaid two-hour minimum call-in provision of this section shall apply only if the Employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours, in which event the hours actually worked as a result of such call-in shall not be considered a part of the regular and normal schedule of daily work hours.

Any airport Employee required by management to carry a pager during non-work hours will be compensated at the rate of \$75.00 per week for each week that the Employee carries the pager.

(AFSCME 2489)

~~14.01 Section B. Each regular full-time employee shall receive time and one-half his/her hourly wage or time and one-half compensatory time off for all hours worked in excess of eight hours per day or forty hours per week; time and one-half compensatory time off shall be taken within the calendar year in which it was earned.~~

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In order to accommodate Family Skills Specialists and Family Service Coordinators, who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(AMHS RH)

14.01 (E) Registered Nurses volunteering to pick up open shifts and/or volunteer to work on short notice as a result of call-offs, shall receive one and one-half times the regular rate of pay for such duty.

14.03 Overtime Pay.

1. All hours worked in excess of forty hours per week by regular full-time employees of the Social Work Division shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.
2. All hours worked in excess of eight hours per day, or forty hours per week, by members of the Nurses Division shall be compensated at the rate of time and one-half the regular rate of pay.

The only exception would be those Nurses assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Overtime pay may be taken in cash or time and one-half compensatory time off, at the option of the employee.

(AFSCME 1258)

C. Overtime and Comp Time: Time and one-half shall be paid for all time worked over eight hours per day and forty hours per week. The only exception would be those Full Time Employees assigned to the night shift who will receive overtime after 8 hours in a day and 80 hours in a pay period.

Employees will be permitted to accumulate up to eighty hours of compensatory time. Employees may, with the Department Head's approval, elect to take compensatory time off. An employee may use compensatory time on weekend shifts, but only when they arrange for their own replacement to cover their shift at straight-time wages (except for the four hours of overtime that naturally occur in a regular twelve-hour shift). Up to forty (40) hours of unused compensatory time will be carried over into the following year. Each year, as of December 31, accumulated compensatory time in excess of forty (40) hours will be paid.

In order to accommodate non-crisis Psychiatric Technicians within the Human Services Department who sometimes work past 5:00 pm in order to meet the needs of the clients they serve, full-time employees shall have some flexibility in scheduling and receiving time and one-half their hourly wage or time and one-half compensatory time off for all hours worked in excess of forty hours per week.

(SEIU NURSES)

Section B. Overtime. The Employer shall have the right to require reasonable overtime work in the Rock County Health Department from all employees governed by this labor agreement, if the Employer is unable to find volunteers to work overtime. Each employee shall have the right of refusal on three occasions where a request for overtime work has been made by the ~~Public Health Nurse Director~~ Assistant Director. Occasions where the most senior employees refuse such overtime work consistent with this provision, the least senior employee of the unit shall be

required to perform the overtime work. Refusals shall not apply to required evening and weekend meetings.

All time worked in excess of forty (40) hours per week shall be paid at the rate of one and one-half times the employee's regular salary. When the employee is required to attend an evening or weekend meeting, this shall be considered overtime. Overtime compensation shall be paid in cash or compensatory time off at the rate of time and one-half as the employee may elect, with the approval of the Nursing Assistant Director. Employees shall be permitted to accumulate up to forty (40) hours of compensatory time in a "comp time bank". Each year, as of December 31, accumulated compensatory time in excess of twenty (20) hours will be paid on the next pay period.

Section C. An employee required by management to carry a pager shall be compensated at the rate of two dollars and fifty cents (\$2.50) per hour. If the employee is required to report to work while carrying a pager, the employee will be paid the greater of two (2) hours pay paid at time and one-half or pay for time actually worked paid at time and one-half. The employee shall also be reimbursed for mileage which is in excess of the distance which she/he travels from his/her residence to the Rock County Public Health Department at the mileage rate specified by the Internal Revenue Service. The two hour minimum pay provision shall apply only if the employee called into work is sent home prior to the commencement of his/her next regular schedule of daily work hours. Any employee will be required to carry a pager only in the event of an emergent public health need.

(YSC)

Employees working overtime shall be compensated at a rate of time and one-half the regular rate of pay, or time and one-half in compensatory time, at the option of the employee, not to exceed a total of sixty (60) hours in a calendar year, for any hours worked over eight and one half (8 ½) in one day or any hours worked outside of their normal 5/2 – 5/3 work schedule.

Please see Policy 5.04: Compensatory Time, for information regarding the use of comp time.

(AMHS HSD)

14.03. Overtime Pay.

1. For employees working an eight (8) hour day, all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

For employees working a ten (10) hour day schedule, all hours worked in excess of ten (10) hours per day or forty (40) hours per week shall be compensated at the rate of time and one-half the regular rate of pay, or time and one-half compensatory time, at the option of the employee.

- In order to accommodate the specified needs of an HSD client, or insure the fidelity of a treatment model for an HSD client and stay in compliance with state statutes with respect to the care, treatment or supervision of HSD clients, or as a means to prevent the removal of an adult, child or youth from the community, staff may sometimes need to report to work before or stay after their normally scheduled work hours.

If an employee and the employer agree to a flexible schedule within a two (2) week payroll period, which causes the employee to work in excess of eight (8) hours per day, the eight (8) hour overtime provision does not apply.

- An employee who is designated for after-hours coverage is not eligible for time and one-half until the end of his/her regularly scheduled shift.

Child Protective Services Division

After-hours procedures for those employees whose job duties require carrying an after hours cell phone are generally as follows:

After hours are designated as:

Monday, 5:00 pm to Tuesday, 8:00 am	(15 hrs.)
Tuesday, 5:00 pm to Wednesday, 8:00 am	(15 hrs.)
Wednesday, 5:00 pm to Thursday, 8:00 am	(15 hrs.)
Thursday, 5:00 pm to Friday, 8:00 am	(15 hrs.)
hrs.) Fri. 5 p.m.-Sat. 8 a.m.	(15 hrs.)
Sat. 8 a.m.-Sat. 5 p.m.	(9 hrs)
Sat. 5 p.m.-Sun. 8 a.m.	(15 hrs)
Sun. 8 a.m.-Sun. 5 p.m.	(9 hrs)
Sunday, 5:00 pm to Monday, 8:00 am	(15 hrs.)

The County will provide the designated after-hours cell phones to employees on call during after-hours.

An initial after-hours schedule will be established covering a minimum three (3) month period of time. Using seniority, employees within the Division who have been designated by the County as trained may sign up for after-hours duty on a daily or weekly basis for after-hours shifts during the schedule period. The maximum number of days scheduled in succession will not exceed seven (7) days. If no employee signs up for on-call duty, employees will be assigned on a rotating basis starting with the least senior qualified trained employee.

Employees who have the qualifications and training may be designated to respond to after-hours duties during their off hours will be paid at the applicable overtime rate.

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Each documented Afterhours Access report involving a separate family will be compensated at a one hour minimum. Actual time over the hour will be compensated at time and one-half. Compensation for phone calls on currently open cases will be handled in the same manner.

A back-up pool of qualified and trained employees will be established to provide coverage if the employee scheduled is unavailable.

When an employee is off duty and directed to report to work by a supervisor outside of his/her normal schedule he/she will receive time and one-half of his/her hourly rate of pay for all hours actually worked. The two-hour minimum call-in provision may apply only if the employee called into work is sent home prior to the commencement of his/her next regular and normal schedule of daily work hours.

If an employee receives an off-duty phone call and performs services for the County without leaving home, the employee will receive time and one-half of his/her hourly rate of pay for all hours actually worked

In addition to the normal scheduled work hours, employees will be paid \$3.50 per hour for hours they are on call. Employees will be paid \$5.75 per hour for hours they are on-call on holidays. No employee will be required to take after hours duty for both Thanksgiving and Christmas holidays in the same year or for the same of those holidays in successive years.

Crisis Intervention

If a part-time employee is called in to cover a vacant shift, the employee shall be paid at a straight time rate until they reach eight (8) hours in a day. If he/she receives less than four hours advance notice of such assignment, he/she shall receive one and one-half his/her regular pay for their entire shift.

Compensation for on-call hours will be paid as follows:

- a. The on call Crisis worker is compensated at a rate of \$3.50 per hour while on call.
- b. The on call worker is compensated at a rate \$5.75 per hour on holidays while on call.
- c. The on call worker is compensated at straight time for the actual time worked on a documented call/response until they have worked eight (8) hours per day, or forty (40) hours in a week. Overtime hours will be compensated at a rate of time and one-half their hourly wage.